

PAST PERFORMANCE QUESTIONNAIRE

I. CONTRACT IDENTIFICATION

A. CONTRACTOR NAME _____

B. CONTRACT NUMBER _____

C. PLACE OF PERFORMANCE _____

C. PERIOD OF PERFORMANCE _____

D. TOTAL VALUE OF CONTRACT (INCLUDING ANY OPTIONS) _____

E. TYPE OF CONTRACT (FFP, CPFF, T&M, ETC) _____

F. DESCRIPTION OF EFFORT _____

G. PERFORMED AS PRIME OR SUBCONTRACTOR _____

II. EVALUATOR IDENTIFICATION

A. NAME AND ADDRESS OF AGENCY OR FIRM

B. EVALUATORS NAME _____

C. EVALUATORS TITLE _____

D. EVALUATORS PHONE NO. _____ FAX NO. _____

E. EVALUATORS EMAIL ADDRESS _____

III. EVALUATION OF PAST PERFORMANCE

A. HOW WOULD YOU RATE THIS FIRMS OVERALL PERFORMANCE UNDER THIS CONTRACT?

- ☐ OUTSTANDING
- ☐ HIGHLY SATISFACTORY
- ☐ SATISFACTORY
- ☐ MARGINAL
- ☐ UNSATISFACTORY

COMMENTS _____

B. QUALITY OF PRODUCT OF SERVICE: COMPLIANCE WITH CONTRACT REQUIREMENTS, CONTRACT SPECIFICATIONS AND TO STANDARDS OF GOOD WORKMANSHIP?

- ☐ OUTSTANDING
- ☐ HIGHLY SATISFACTORY
- ☐ SATISFACTORY
- ☐ MARGINAL
- ☐ UNSATISFACTORY

COMMENTS _____

C. SCHEDULE: CONTRACTOR'S TIMELINESS IN COMPLETING CONTRACT OR TASK ORDER MILESTONES, DELIVERY SCHEDULES, AND ADMINISTRATIVE REQUIREMENTS?

- ☐ OUTSTANDING
- ☐ HIGHLY SATISFACTORY
- ☐ SATISFACTORY
- ☐ MARGINAL
- ☐ UNSATISFACTORY

COMMENTS _____

D. COST CONTROL: (IF COST TYPE CONTRACT) THE CONTRACTOR'S EFFECTIVENESS
IN FORCASTING, MANAGING, AND CONTROLLING CONTRACT COSTS?

☐ OUTSTANDING
☐ HIGHLY SATISFACTORY
☐ SATISFACTORY
☐ MARGINAL
☐ UNSATISFACTORY

COMMENTS _____

E. BUSINESS RELATIONSHIP: THE INTEGRATED AND COORDINATION OF ALL
ACTIVITY NEEDED TO EXECUTE THE CONTRACT, SPECIFICALLY;

1. TIMELINESS, COMPLETENESS AND QUALITY OF PROBLEM
IDENTIFICATION, CORRECTIVE ACTION PLANS, PROPOSAL SUBMITTALS;
2. THE CONTRACTOR'S HISTORY OF REASONABLE AND COOPERATIVE
BEHAVIOR;
2. CUSTOMER SATISFACTION;
4. MANAGEMENT OF KEY PERSONNEL (THE CONTRACTOR'S PERFORMANCE IN
SELECTING, RETAINING, SUPPORTING, AND REPLACING, WHEN NECESSARY,
KEY PERSONNEL.

☐ OUTSTANDING
☐ HIGHLY SATISFACTORY
☐ SATISFACTORY
☐ MARGINAL
☐ UNSATISFACTORY

COMMENTS _____

F. WOULD YOU DO BUSINESS WITH THE CONTRACTOR IN THE FUTURE ☐ YES ☐ NO